



**Franklin City Council Agenda  
May 9, 2022  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**7:00 P.M.  
Regular Meeting**

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL**

**PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL**

**PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME**

**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

- A. Introduction of New Employees
- B. Approval of April 25, 2022 meeting minutes
- C. National Police Week 2022-10
- D. Foster Care Month 2022-11
- E. Adult Abuse Prevention Month 2022-12

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2022-20
- B. FY 23 Budget Adoption

**3. OLD/ NEW BUSINESS:**

- A. Redistricting
- B. Utility Billing Policy Change Discussion
- C. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Industrial Development Authority and utility billing, and

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding, Sanford vs. City of Franklin.

**Motion Upon Returning to Open Session-** I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on May 9, 2022; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

## **6. ADJOURNMENT**

## MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a regular City Council meeting on April 25, 2022, at 7:00 PM in the City Council Chambers located at 207 West Second Avenue, Franklin, VA 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland; Councilman Ray Smith; Councilman Gregory McLemore; Councilman Mark R. Kitchen

**Staff in Attendance:** Amanda Jarratt, City Manager and A'Risha Jones, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Dinah Babb, City Treasurer; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Zachary Wright, Director of Power & Light; Sammara Green-Bailey, Director of Parks & Recreation; Carson Blythe, Director of Tourism; Tracy Spence, Director of Finance; Camara Jacobs, Director of Human Resources; Tiffany Warren, Accounting Clerk; Jennifer Maynard, Registrar

### Call to Order

Mayor Frank Rabil called the April 25, 2022 City Council meeting to order at 7:00 PM

### Citizen's Time

**Rev. Calvin Durham, Pastor of New Hope Church of God in Christ, Norfolk, Virginia** traveled to state concern of the residents of Berkley Court wanting support them. Those that are displaced if in need of temporary housing, and resources that the City of Franklin may not have to please reach out to help assist with any of the residents affected.

Mayor Frank Rabil and City Manager Amanda Jarratt stated that they would get the contact information of Rev. Calvin Durham.

**Ms. Teresa Keys of 736 Cameron Street, Franklin, Virginia** addressed the Council in concerns of the explosion that took place, residents are afraid if there is an issue with the propane and would like to know from the Council what the findings where. Ms. Keys would appreciate a meeting with the Council regarding the findings so that Ms. Keys could relay the message to the residents. There are concerns of safety with the temporary resources that are in place for the residents.

### Amendments to the Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

**No amendments to the agenda at this time.**

### Consent Agenda

#### Star Performer Award

City Manager Amanda Jarratt asked Selenia Boone, Commissioner of the Revenue to come forward and introduce the star performer Ms. Tiffany Warren. City Manager Amanda Jarratt explained that individuals nominated for the Star Performer award are eligible to become employee of the year, Star Performers are nominated by their peers or supervisors and the employee of the year is selected by a committee.

Ms. Selenia Boone stated that Ms. Tiffany Warren was nominated by a fellow co-worker, Ms. Warren is hardworking, always has a smile on her face, very eager to learn, helpful to her co-workers and the residents that the Commissioner of Revenue serve.

Mayor Frank Rabil thanked Ms. Tiffany Warren for her contributions to the City and congratulated Ms. Warren for her hard work.

City Manager Amanda Jarratt stated that Ms. Warren is a joy to have in the City, she has been an asset to the Commissioner of Revenue and the City of Franklin.

**Approval of April 11, 2022 Minutes from Regular City Council Meeting**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the April 11, 2022 regular City Council meeting.

**Mayor Frank Rabil entertained a motion to approve the minutes from the April 11, 2022 regular City Council meeting minutes. Councilman Linwood Johnson made a motion to approve the April 11, 2022 regular City Council meeting minutes. The motion was seconded by Councilman Mark Kitchen.**

**The motion carried the vote by 6-1-0**

|  |                  |
|--|------------------|
| <b>Mayor Frank Rabil</b>               | <b>Aye</b>       |
| <b>Councilman Linwood Johnson</b>      | <b>Aye</b>       |
| <b>Vice Mayor Bobby Cutchins</b>       | <b>Abstained</b> |
| <b>Councilman Mark R. Kitchen</b>      | <b>Aye</b>       |
| <b>Councilman Gregory McLemore</b>     | <b>Aye</b>       |
| <b>Councilman Ray Smith</b>            | <b>Aye</b>       |
| <b>Councilwoman Wynndolyn Copeland</b> | <b>Aye</b>       |

**Mayor Frank Rabil stated the motion was carried.**

**Fair Housing Resolution #2022-09**



**FAIR HOUSING MONTH**

**RESOLUTION # 2022-09**

**WHEREAS**, the Congress of the United States has enacted the Federal Fair Housing Act of 1968, as amended; and

**WHEREAS**, April 11, 2022, marks the 54<sup>th</sup> anniversary of the enactment of said Act; and

**WHEREAS**, Federal and State law provides equal housing opportunity for all citizens regardless of race, color, religion, national origin, gender, age, familial status, or handicap; and

**WHEREAS**, the City of Franklin, Virginia, has provided programs to assist the development of decent, affordable housing for citizens of all incomes;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of Franklin, Virginia declares the month of April to be Fair Housing Month and calls upon the citizens of this locality and governmental officials, along with those in the banking and housing industries to join together in this observance and work together for free and equal housing treatment for all.

Duly affixed this 25<sup>th</sup> day of April 2022.

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Frank Rabil, Mayor  
City of Franklin

ATTEST:

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Amanda C. Jarratt, City Manager  
City of Franklin

**Mayor Frank Rabil entertained a motion to approve the minutes from the April 11, 2022 regular City Council meeting minutes. Councilman Mark Kitchen made a motion to approve the Fair Housing Resolution #2022-09. The motion was seconded by Councilman Gregory McLemore.**

**The motion carried the vote by 7-0**

|  |            |
|--|------------|
| <b>Mayor Frank Rabil</b>               | <b>Aye</b> |
| <b>Councilman Linwood Johnson</b>      | <b>Aye</b> |
| <b>Vice Mayor Bobby Cutchins</b>       | <b>Aye</b> |
| <b>Councilman Mark R. Kitchen</b>      | <b>Aye</b> |
| <b>Councilman Gregory McLemore</b>     | <b>Aye</b> |
| <b>Councilman Ray Smith</b>            | <b>Aye</b> |
| <b>Councilwoman Wynndolyn Copeland</b> | <b>Aye</b> |

**Mayor Frank Rabil stated that the motion was carried unanimously.**

**Financial Matters**

**Budget Amendment 2022-18**

City Manager Amanda Jarratt stated that the first budget amendment was submitted by the Franklin City Public Schools, this budget amendment shows an increase in certain Title I expenses and reallocation of budgets, which is listed by categories, removing \$178,000 from instruction, adding \$210,000 to Administration and health, removing \$133,000 from transportation, adding \$125,000 to operations and maintenance, and removing \$24,000 technology. City Manager Jarratt called Ms. Amy Phillips to come forward to discuss the budget amendment 2022-18.

Ms. Amy Phillips stated the movement of funds out of instruction normally twice a year the School Board looks at that; this is the semi-annual look into the funds. A lot of the excess flow is created by the 14 teaching positions currently open.

**Mayor Frank Rabil asked if the Council had any questions. Mayor Rabil entertained a motion to approve Budget Amendment 2022-18, Councilman Linwood Johnson made a motion to approve. Councilwoman Wynndolyn Copeland seconded the motion.**

Mayor Frank Rabil asked if any discussion was needed. Councilman Gregory McLemore and Councilman Ray Smith needed further discussion.

Councilman Ray Smith asked if this is a part or in addition to the \$577,000 carryover, Ms. Amy Phillips explained that the \$577,000 was last year's budget, funds left over from the prior year budget. The Budget Amendment 2022-18 is a reallocation within the current Fiscal budget. Councilman Ray Smith asked if the budget is being redone, Ms. Phillips stated the budget is not being redone, this is just a reallocation of funds within the line items mentioned.

Councilman Gregory McLemore asked is it reasonable upon Council request that the School Board should meet to discuss these matters for clarification. Ms. Amy Phillips stated that during budget the School Board is on board with having work sessions with Council and in agreement that the School Board should do that.

**Mayor Frank Rabil stated there is motion and a seconded on the floor to approve Budget Amendment 2022-18. Councilman Linwood Johnson made the motion, Councilwoman Wynndolyn Copeland seconded.**

**The motion carried the vote by 5-2-0**

|  |            |
|--|------------|
| <b>Mayor Frank Rabil</b>               | <b>Aye</b> |
| <b>Councilman Linwood Johnson</b>      | <b>Aye</b> |
| <b>Councilman Mark R. Kitchen</b>      | <b>Aye</b> |
| <b>Councilman Gregory McLemore</b>     | <b>Nay</b> |
| <b>Councilman Ray Smith</b>            | <b>Nay</b> |
| <b>Councilwoman Wynndolyn Copeland</b> | <b>Aye</b> |
| <b>Vice Mayor Bobby Cutchins</b>       | <b>Aye</b> |

**Mayor Frank Rabil stated that the motion was carried unanimously.**

**MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING**

**Budget Amendment 2022-19**

City Manager Amanda Jarratt asked Tracy Spence, Director of Finance to come forward to discuss Budget Amendment 2022-19.

Ms. Tracy Spence stated this budget amendment is to recognize grant revenue from Byrne/Justice Assistance Grant Program for the Franklin Police Department and to appropriate such revenue for new use in the amount of \$4,187.00.

Councilman Gregory McLemore made a motion to approve Budget Amendment 2022-19, Councilwoman Wynndolyn Copeland seconded the motion.

**The motion carried the vote 7-0**

- Mayor Frank Rabil** **Aye**
- Councilman Linwood Johnson** **Aye**
- Councilman Mark R. Kitchen** **Aye**
- Councilman Gregory McLemore** **Aye**
- Councilman Ray Smith** **Aye**
- Councilwoman Wynndolyn Copeland** **Aye**
- Vice Mayor Bobby Cutchins** **Aye**

**Mayor Frank Rabil stated the motion carried unanimously.**

**Quarterly Financial Overview**

Ms. Tracy Spence stated the following information enclosed is the City’s financial report for the general fund for the period ending March 31, 2022. This reflects 9 months of revenues and expenditures in most cases, modified accrual basis of accounting. Overall Budget Comparison-Cash Basis:

| REVENUE SOURCE                     | 2021-2022           | ACTUAL              | BUDGET       | 2020-2021           | ACTUAL              | BUDGET       |  |
|------------------------------------|---------------------|---------------------|--------------|---------------------|---------------------|--------------|--|
|                                    | BUDGET              | Current Year        | %            | BUDGET              | Prior Year          | %            |  |
| Real Estate Taxes-Current          | \$ 5,663,617        | \$ 2,798,856        | 49.4%        | \$ 5,635,484        | \$ 2,921,320        | 51.8%        |  |
| Real Estate Taxes-Delinquent       | 220,000             | 195,512             | 88.9%        | 370,036             | 414,158             | 111.9%       |  |
| Personal Property Taxes-Current    | 1,626,246           | 1,699,163           | 104.5%       | 1,398,200           | 1,589,313           | 113.7%       |  |
| Personal Property Taxes-Delinquent | 35,000              | 133,277             | 380.8%       | 35,000              | 38,208              | 109.2%       |  |
| Machinery & Tools                  | 24,020              | 24,466              | 101.9%       | 20,600              | 23,196              | 112.6%       |  |
| Penalties & Interest Taxes         | 145,000             | 115,791             | 79.9%        | 117,000             | 165,983             | 141.9%       |  |
| Public Service Corporation Taxes   | 86,200              | 75,817              | 88.0%        | 80,150              | 68,639              | 85.6%        |  |
| <b>GENERAL PROPERTY TAX</b>        | <b>\$ 7,800,083</b> | <b>\$ 5,042,882</b> | <b>64.7%</b> | <b>\$ 7,656,470</b> | <b>\$ 5,220,817</b> | <b>68.2%</b> |  |

|                      |                            |
|----------------------|----------------------------|
| <b>Current</b>       | <b>5,042,882</b>           |
| <b>Prior Year</b>    | <b>\$ <u>5,220,817</u></b> |
| <b>Net Change \$</b> | <b>(177,935)</b>           |
| <b>Net Change %</b>  | <b>(3.41)%</b>             |

MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING

Ms. Spence stated the net change compared to the prior year was a negative \$177,935 and this is primarily due to the change of receipts due to COVID in the prior year.

Local Tax Revenue Prior Year Comparison Modified Accrual Basis

Meals tax there is an increase of \$96,137, lodging \$8,687, cigarette tax decreased \$24,825, sales tax increased \$66,066 with a total of \$146,065.

|               | Meals Taxes | Lodging Taxes | Cigarette Taxes | Sales Taxes | Total     |
|---------------|-------------|---------------|-----------------|-------------|-----------|
| Mar-22        | 1,388,930   | 135,472       | 233,025         | 1,597,674   | 3,355,101 |
| Mar-21        | 1,292,793   | 126,785       | 257,850         | 1,531,608   | 3,209,036 |
| Prior Year \$ | 96,137      | 8,687         | (24,825)        | 66,066      | 146,065   |
| Prior Year %  | 7.44%       | 6.85%         | -9.63%          | 4.31%       | 4.55%     |

Local Tax Revenue

Benchmark 75%. At 9 months into the Fiscal Year, local tax revenue has exceeded targeted projections except for cigarette taxes. If revenue collections continue at current pace, there will be a \$300,000 excess at Fiscal Year-end.

|                                | FY 21-22 Budget     | 3/31/2022           | % of Budget Realized |
|--------------------------------|---------------------|---------------------|----------------------|
| Local Sales & Use*             | \$ 1,952,907        | \$ 1,597,674        | 81.8%                |
| Cigarette Taxes                | \$ 340,000          | \$ 233,025          | 68.5%                |
| Meals Taxes*                   | \$ 1,700,000        | \$ 1,388,930        | 81.7%                |
| Lodging Taxes*                 | \$ 180,000          | \$ 135,472          | 75.3%                |
| <b>Total Local Tax Revenue</b> | <b>\$ 4,172,907</b> | <b>\$ 3,355,101</b> | <b>80.4%</b>         |

Revenue & Expenditure Summary

Ms. Spence stated the General fund revenue at the end of the period totaled \$21.6 million and represented 75% of budget which is \$2.9 million greater than the prior year. General Fund expenditures at the end of the period totaled \$18.6 million and represented 62% of the total budget; when compared to the prior year period of \$17.2 million, this is a \$1.4 million decrease.



MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING

General Fund - Primary Expenditure Variances

|                               |                    |  |
|-------------------------------|--------------------|--|
| Isle of Wight Revenue Sharing | \$ (350,000)       | Timing of payment                                    |
|                               |                    | Salaries paid by CARES in FY20 in Q1 combined        |
| Police Department             | 522,000            | with costs of new positions                          |
|                               |                    | Increase in Salaries due to filled vacancies & \$46k |
| E911                          | 177,000            | in Capital Outlay                                    |
| Fire Department               | 794,000            | Salaries paid by CARES in FY20 in Q1 & Q2            |
| Buildings-Ground Maintenance  | 288,000            | FY21 Ground Maintenance Program & Vehicles           |
| District Court                | 120,000            | Increase in Juvenile Detention Services              |
| Children's Center             | 148,000            | Timing of payment                                    |
| Transfers to Other Funds      | (418,000)          | Decrease in Transfers per FY22 Budget                |
|                               | <u>\$1,281,000</u> |  |

Fiscal Year 2022 Projected General Fund Balance Evaluation:

|   |    |              |
|---|----|--------------|
| <i>FY 21-22 Revised Budget</i>                          | \$ | 30,194,784   |
| <i>Percentage of General Fund Balance</i>               |    | 24.05%       |
| <br>  |    |              |
| <i>Minimum Balance Needed for 15% Policy Compliance</i> | \$ | 4,529,217.60 |
| <i>Amount In Excess of Policy Minimum</i>               | \$ | 2,731,492    |

Enterprise Funds

Ms. Spence stated the information enclosed is the City's financial report for the Enterprise Funds for the period ending March 31, 2022. This reflects 9 months of revenue and expenditures-full accrual basis of accounting.

Airport Fund

Fuel sales and airport rental fees are below target with 52% of budgeted realized, expenses in the fund are below target with 52% of budget expended, and cash balance in the Airport Fund is \$83,228.

Water & Sewer Fund

Revenue from the sale of water and sewer service charges of \$2.7 million at the end of the period is above target at 85.1% of budget and is \$443,000 greater than prior period revenue. Expenses in the fund are \$2.1 million and below target at 62.4% of budget and \$418,000 less when compared to prior year expenses. Water & Sewer Fund- Operating & Capital Cash Balance of \$2,331,782

MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING

| Month     | FY 20-21     | FY 21-22     |
|-----------|--------------|--------------|
| July      | \$ 1,558,381 | \$ 1,901,155 |
| August    | \$ 1,638,604 | \$ 1,988,354 |
| September | \$ 1,748,855 | \$ 2,160,115 |
| October   | \$ 1,815,734 | \$ 2,302,231 |
| November  | \$ 2,063,176 | \$ 2,435,050 |
| December  | \$ 2,103,530 | \$ 2,472,918 |
| January   | \$ 1,795,770 | \$ 2,227,126 |
| February  | \$ 1,808,492 | \$ 2,246,792 |
| March     | \$ 1,914,301 | \$ 2,331,782 |
| April     | \$ 1,961,781 |              |
| May       | \$ 2,037,187 |              |
| June      | \$ 1,850,771 |              |

Solid Waste Fund

Ms. Spence stated the revenue for the Solid Waste Fund is slightly above target with revenue at \$1 million or 78.7% of budget and is \$122,000 more than the prior year. Expenses in the fund at \$777,000 are below target with 59.7% of budget expended and \$23,000 more when compared to prior year expenses. Solid Waste Fund operating and capital cash balance of \$1,050,416

| Month     | FY 20-21    | FY 21-22    |
|-----------|-------------|-------------|
| July      | \$1,558,381 | \$844,736   |
| August    | \$1,638,604 | \$866,635   |
| September | \$1,748,855 | \$1,161,240 |
| October   | \$1,815,734 | \$958,051   |
| November  | \$2,063,176 | \$970,251   |
| December  | \$2,103,530 | \$967,740   |
| January   | \$1,795,770 | \$981,517   |
| February  | \$1,808,492 | \$1,018,527 |
| March     | \$1,914,301 | \$1,050,416 |
| April     | \$1,961,781 |             |
| May       | \$2,037,187 |             |
| June      | \$1,850,771 |             |

Electric Fund

Ms. Spence stated the revenue from energy sales at \$11.7 million is above target at 80% of budget, expenses associated with the sale of energy for the Fiscal Year was \$10.9 million and is below budget at 54.6% of the total budget.

| Account Description                 | FY21         | FY22          | FY22          | % Realized |
|-------------------------------------|--------------|---------------|---------------|------------|
|                                     | Actual       |               | Actual        |            |
|                                     | Mar 31       | Budget        | Mar 31        |            |
| Sale of Electricity -Fuel Adj       | \$ 135,538   | \$ 1,094,629  | \$ 1,029,319  | 94.0%      |
| Sale of Electric Energy-Residential | 5,835,996    | 8,183,433     | 6,465,209     | 79.0%      |
| Sale of Electricity-Commercial      | 3,904,998    | 5,497,807     | 4,330,159     | 78.8%      |
| Cycle & Save                        | (79,185)     | (109,680)     | (89,005)      | 81.1%      |
|                                     | \$ 9,797,347 | \$ 14,666,189 | \$ 11,735,682 | 80.0%      |

MINUTES FROM THE APRIL 25, 2022 REGULAR CITY COUNCIL MEETING

|       | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 | FY 2019-2020 | FY 2020-2021 | FY 2021-2022 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| 7/31  | \$ 276,984   | \$ 1,421,109 | \$ 3,074,620 | \$ 5,429,626 | \$ 5,546,798 | \$ 7,036,648 |
| 8/31  | \$ 453,148   | \$ 1,127,645 | \$ 3,531,450 | \$ 5,025,518 | \$ 5,726,721 | \$ 6,956,775 |
| 9/30  | \$ 729,003   | \$ 1,431,729 | \$ 3,528,504 | \$ 4,967,485 | \$ 5,843,182 | \$ 7,115,831 |
| 10/31 | \$ 822,659   | \$ 2,165,716 | \$ 3,745,667 | \$ 5,036,687 | \$ 6,021,191 | \$ 7,111,597 |
| 11/30 | \$ 922,617   | \$ 2,257,635 | \$ 3,900,663 | \$ 5,020,008 | \$ 6,155,756 | \$ 7,180,100 |
| 12/31 | \$ 791,600   | \$ 2,121,184 | \$ 3,888,745 | \$ 5,048,156 | \$ 5,933,580 | \$ 6,941,450 |
| 1/31  | \$ 554,258   | \$ 1,745,487 | \$ 3,823,684 | \$ 4,972,661 | \$ 5,773,877 | \$ 6,689,921 |
| 2/28  | \$ 644,526   | \$ 1,712,725 | \$ 4,073,328 | \$ 5,084,727 | \$ 6,032,556 | \$ 6,607,527 |
| 3/31  | \$ 888,414   | \$ 2,134,253 | \$ 4,364,455 | \$ 5,328,462 | \$ 6,588,468 | \$ 6,937,088 |
| 4/30  | \$ 970,688   | \$ 2,328,448 | \$ 4,483,132 | \$ 5,337,317 | \$ 6,807,848 |              |
| 5/31  | \$ 990,559   | \$ 2,648,506 | \$ 4,672,671 | \$ 5,399,142 | \$ 6,962,327 |              |
| 6/30  | \$ 807,485   | \$ 2,823,097 | \$ 4,690,508 | \$ 5,640,171 | \$ 6,944,125 |              |

Ms. Spence stated that June 30, 2022 was the last large Utility Municipal Relief Funding disbursement to customers.

**No action was taken at this time.**

**Fiscal Year 2023 Budget Public Hearing**

City Manager Amanda Jarratt stated the highlights of Fiscal Year 2023 budget and that the City is on track for the May 9<sup>th</sup> adoption, the fiscal budget 2023 maintains the City tax rate of \$1.03. The City’s General Fund has experienced significant challenges over the past several Fiscal Years, as was shared in previous budget work sessions, the 2022-2023 budget was balanced utilizing \$195,000 from the Water & Sewer Fund, \$344,708 in savings from freezing/delaying positions, and an additional \$360,000 from the Electric Fund above the normal transfer for operations. The proposed General Fund budget is \$26,270,037, an increase of \$219,288 or .8% above the Fiscal Year 2020-2021 amended budget.

City Manager Amanda Jarratt stated regarding essential City financial support for the Franklin City Public Schools, the proposed budget includes current year funding of \$4,330,237. The City Council for several years held the base funding level and only approved one-time carryover funds resulting from the School Division having unexpected funds in their budget at Fiscal Year-end. The most recent carryover approved by City Council was in the amount of \$577,000.

City Manager Amanda Jarratt stated there is a 3% COLA increase included in the Fiscal Year 2023 budget combined with a 2% merit increase for employees. Personnel cost are by far the largest single expenditure category in the City’s budget as it is in practically any organization or enterprise. The Fiscal Year 2022-2023 budget recommended total personnel costs is \$13,412,874 which comprises 48.2% of the General Fund budget.

**Mayor Frank Rabil asked if anyone wanted to speak regarding the Fiscal Year 2023 Budget Public Hearing.**

**No action taken at this time**

**Mayor Frank Rabil stated the Public Hearing of Fiscal Year 2023 Budget has been closed.**

**Public Safety Radio System**

City Manager Amanda Jarratt stated during the previous work session discussion regarding the Public Radio System, the City is in need of upgrading that system in addition to the tower. The City received 4

proposals for emergency communications consulting services. The proposals were distributed, reviewed, and ranked by our Technical Review Committee, the Technical Review Committee interviewed the two top-ranked companies on April 7<sup>th</sup> and conducted reference checks on each over the past two weeks. The recommendations were finalized on April 22<sup>nd</sup>. The City is seeking approval from Council to move forward with Phase 1 of the project.

Mayor entertained a motion to authorize the committee to move forward with Phase 1. Councilman Linwood Johnson made a motion to authorize the committee to move forward with Phase 1 of the Public Safety Radio System, Councilman Mark Kitchen seconded the motion.

Councilman Gregory McLemore expressed his aspiration for the City of Franklin to have its own tower in the past in hopes of generating revenue for the City.

**The motion carried the vote 7-0**

|  |            |
|--|------------|
| <b>Mayor Frank Rabil</b>               | <b>Aye</b> |
| <b>Councilman Linwood Johnson</b>      | <b>Aye</b> |
| <b>Councilman Mark R. Kitchen</b>      | <b>Aye</b> |
| <b>Councilman Gregory McLemore</b>     | <b>Aye</b> |
| <b>Councilman Ray Smith</b>            | <b>Aye</b> |
| <b>Councilwoman Wynndolyn Copeland</b> | <b>Aye</b> |
| <b>Vice Mayor Bobby Cutchins</b>       | <b>Aye</b> |

**Mayor Frank Rabil stated the motion carried unanimously.**

**Public Hearing Redistricting**

City Manager Amanda Jarratt stated that every 10 years after the U.S. Census is conducted redistricting must occur for the 6 existing wards. Staff worked with the Hampton Roads Planning District Commission to prepare 3 options for the Council consideration.

- A requirement that the 2020 Census date be used to determine the number of residents to be included in each district as new boundaries are drawn.
- A requirement that boundaries count not be drawn that would deviate from the ideal number of residents in a district by more than 5% or by less than 5%.
- A requirement that boundaries be drawn so as to be compact and contiguous.
- A requirement that boundaries be based on clearly defined and identifiable lines.
- A requirement that boundaries should not change the racial demographics of the City.

Mayor Frank Rabil opened the Public Hearing for the proposed redistricting

**Mr. Barry Cheatham of 135 Bobwhite Lane, Franklin, Virginia,** Mr. Cheatham does not find Map C to be acceptable as expressed in the previous Public Hearing. Mr. Cheatham feels that Map C shows gerrymandering, which is unconstitutional, unethical, and unacceptable. Map B shows to be the best

option, it has been proven and used as well as shows representation. Map A could also be utilized, although Mr. Cheatham does not approve with Map A going through the railroad tracks.

**Mr. Jim Council of 21 Hunterdale Road, Franklin, Virginia,** Mr. Council respects and appreciates all the Council and City Manager does daily, Mr. Council also expressed his gratitude with the City of Franklin Public Works Department and their consistent hard work throughout the City, much thanks to Chad Edwards, Director of Public Works for his hard work and team. In Mr. Council recommends keeping either Map A or Map B. Mr. Council stated that it is important to understand the great efforts previous Council has made to be fair and balanced.

**Mr. Ricky Sykes of 401 Morton Street, Franklin, Virginia,** Mr. Sykes stated that all maps are good choice but Map C represents the population, Map C would give the citizens a chance to choose who they would want to represent them instead of the Council choosing who they will represent.

**Mr. Jim Ellison of Ellison Law Office 601 North Mechanic Street, Suite 308, Franklin, Virginia,** Mr. Ellison stated that he does not know the numbers of the population, but if it is 5,000 African Americans and 3,000 Caucasians, then Mr. Ellison is not sure how Map A or Map B would pass. Mr. Ellison is not sure if the City of Franklin has spoken with an attorney regarding the maps and express concern of the City Manager being the right individual to state whether the maps are legal or not.

**Ms. Gwen Blue of 201 Fairview Drive, Franklin, Virginia,** Ms. Blue stated that she supports Map C based on the number of residents that in the Ward.

**Pastor Anthony Goodwyn of New Hope Baptist Church 1315 Rosewood Avenue, Franklin, Virginia,** Pastor Goodwyn stated that after looking at all maps as well as the population, suggestion would be for Map C.

**No other citizens spoke at this time**

**Mayor Frank Rabil closed the public hearing of the proposed redistricting. Comments from Council has been opened.**

Councilman Mark Kitchen stated that he reached out to 103 residents and those results of speaking to those residents being Map A receiving 20 votes, Map B receiving 78 votes and Map C receiving 4 votes with 1 abstention.

Councilwoman Wynndolyn Copeland reiterated her support of Map C which reflects the population and our citizens.

Councilman Ray Smith stated that his support is Map B, will not vote for Map C, doing so would be voting himself out of a job. The citizens elected him to represent them.

Councilman Gregory McLemore commended Councilman Kitchen for reaching out to the constituents, Councilman McLemore has also been speaking with the residents, unfortunately it is divided, most residents would like to see Map A or Map B and others would like to see Map C, which is a reflection of America unfortunately. Leaving things as is with Map A or Map B would not be doing the minority population justice. Councilman Gregory McLemore stated that there would need to refer to legal counsel, Councilman McLemore feels that Councilman Ray Smith should not be a part of the Redistricting vote, due to the effect it would have on the Councilman's seat.

Mayor Frank Rabil wanted to start off by thanking the staff for following the requirements laid out as far as redistricting. The City worked with Hampton Roads Planning District Commission to produce the 3 map options. During the 2016 Mayoral election Wards 1, 2 and 4 had a turnout of 22.5% of the residents voted. In the 2018 Mayoral election Wards 3, 5 and 6 had a turnout of 20% of residents voted. In May of 2020 was the Mayor, Wards 1, 2, and 4 had a turnout of 20% of residents voted, COVID affected this election. After speaking with numerous individuals, what was interesting was the number of individuals that didn't care. Mayor Frank Rabil stated if the residents want to elect people, they must get out and vote, regardless of which Ward the resident resides in.

Councilman Mark Kitchen stated that other municipalities have been mentioned this evening, and asked do the residents/Council really want to be like them? The statement on legal action is nothing short of a bully tactic.

Councilman Gregory McLemore stated if it doesn't make a difference about the lines, why would there be an objection to the Ward lines that favor the population? If it doesn't make a difference Councilman McLemore feels that the citizens would want to have the option that represents the population, which is the reason for redistricting. Councilman McLemore stated that the residents often times do not speak up and are sometimes passive and it is up to the Council to speak for those individuals. Councilman McLemore stated to give the population the opportunity to represent themselves.

Councilman Bobby Cutchins stated that he has looked over the maps and thought about it and multiple scenarios, what's right for the City, what's bad for the City, Councilman Cutchins personally believes that the vote on these maps will bring any kind of peace to the City that he would hope to see.

Councilman Linwood Johnson stated that the Council and City is looking for peace amongst all people no matter the race, there is a way to work this out, but it takes working together, for what is right. There needs to be healing in the City. Mayor Frank Rabil stated that he believes that is what everyone wants regardless of the outcome.

**Councilman Gregory McLemore made a motion to adopt option Map C for redistricting, Councilman Linwood Johnson seconded the motion.**

Mayor Frank Rabil stated to do roll call on the vote for Redistricting. Councilman Gregory McLemore stated that there needs to be determination if Councilman Ray Smith is eligible to vote. Mayor Frank Rabil referred to the City Attorney.

Ms. Vivian Giles stated that this not constitute a conflict of interest, in order to be conflict of interest the first question is whether there is a financial benefit. It is not the case in the redistricting because Councilman Smith would be under the Code of Virginia, will keep his seat until the end of his term and assuming he is still a resident of Franklin, Virginia, he could then run under which ever district he is in. Councilman McLemore believes that it is a conflict of interest that Councilman Smith will be voting would be benefiting him. Councilman Ray Smith stated that he will continue to come to meetings and vote until a judge tells him otherwise.

**The motion did not carry the vote 3-1-3**

|                                   |            |
|-----------------------------------|------------|
| <b>Mayor Frank Rabil</b>          | <b>Nay</b> |
| <b>Councilman Linwood Johnson</b> | <b>Aye</b> |

|  |                  |
|--|------------------|
| <b>Councilman Mark R. Kitchen</b>      | <b>Nay</b>       |
| <b>Councilman Gregory McLemore</b>     | <b>Aye</b>       |
| <b>Councilman Ray Smith</b>            | <b>Nay</b>       |
| <b>Councilwoman Wynndolyn Copeland</b> | <b>Aye</b>       |
| <b>Vice Mayor Bobby Cutchins</b>       | <b>Abstained</b> |

**Councilman Mark Kitchen made motion to adopt redistricting Map B. The motion was not seconded.**

**Mayor Frank Rabil stated that the Council is at an impasse, the redistricting adoption will be placed on the next City Council meeting on May 9, 2022.**

### **Utility Billing Policy Change**

#### **City Manager Report**

City Manager Amanda Jarratt stated after communication with Community Electric and Dominion Energy regarding long-term payment plan and additions in consideration of extensions, a draft of potential changes is shown in red on the current billing policy.

Councilman Linwood Johnson thanked City Manager Amanda Jarratt and the staff for putting this draft together, if the Council could go over this before making any changes that would great.

Councilwoman Wynndolyn Copeland had a question regarding the return check fee, what is the normal time frame if the Treasury is to refuse acceptance of personal checks if it is returned. Ms. Dinah Babb, Treasurer, stated that the Treasury allows 3 returned checks, after the third check it is removed in the system the ability to write a check to the City for 12 months, after that the City will reinstate the right to write a check, if another return check is written, no more checks will be allowed by that person. The City Treasury does have a better system now with the online billing payment, it is hard to collect on returned checks.

Mayor Frank Rabil stated that the Utility Billing policy change will be placed on the May 9<sup>th</sup> agenda.

City Manager Amanda Jarratt gave the following updates:

#### General Updates:

- Heavy exterior demolition is now complete and interior demolition in the remaining parts of the structures is ongoing. Site work continues with storm sewer piping currently being installed. Interior framing and layout, rough-in electrical and rough-in plumbing will proceed in the 1960s addition over the next several weeks. The general contractor encountered a conflict, construction is currently 6 days behind schedule. Southampton County has processed the contractor's first five pay applications and paid them roughly \$2.4 million thus far.
- City staff wishes to thank Franklin Fire and Rescue, the Franklin Police Department including the Communication Center, Virginia State Police, Hunterdale, Courtland, Carrsville Volunteer Fire Department, Isle of Wight County Department of Emergency Services, Courtland Volunteer Fire Department, Courtland Volunteer Rescue Squad, Bon Secours Southampton Medical Center

staff, Nightingale Air Ambulance, and LifeEvac Air Medical Transport for their assistance with the explosion at Berkley Court on Friday, April 15<sup>th</sup>.

Community Events:

- Franklin Cruise In Kick Off May 7<sup>th</sup>.
- Lumberjack Festival May 7<sup>th</sup>.

Councilman Linwood Johnson asked if there has been any discussion about changing the water heaters from gas to electric due to Berkley being built in the early 1960s, there may be risk of going back to gas. City Manager Amanda Jarratt stated that the recommendation has been given the property owners, there are items that must transpire before that taking place, the owners ultimately have to make that decision.

City Manager Amanda Jarratt thanked the staff for the wonderful turnout of Spring Fest as well as the Farmer's Market.

**Council/Staff Reports on Boards/Commissions**

Mayor Frank Rabil asked if any Council members had any items to report on Council Staff reports on Boards and Commissions.

Councilman Linwood Johnson reported that the budget for the Western Tidewater Jail Board has been adopted. Councilman Linwood Johnson thanked Mr. Shawn Avery for coming to meet with himself and City Manager Amanda Jarratt, they are working together to promote jobs within the City of Franklin.

Councilman Gregory McLemore wanted clarification regarding the redistricting being on the next agenda. Mayor Frank Rabil stated that it will be on the next agenda on Monday, May 9<sup>th</sup>. The Council must come to an agreement or the decision will be left to the Courts.

There being no further items to discuss, Mayor Frank Rabil entertained a motion to go into closed session.

**Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, Industrial Development Authority, Board of Zoning Appeals and**

**2.2-3711-A-5, discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armor Drive, Downtown Franklin, and Franklin Regional Airport.**

**2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of the public body specifically regarding health insurance of a City retiree, and Sanford vs. City of Franklin.**



A motion was made by Councilman Mark R. Kitchen with a second by Councilwoman Wynndolyn Copeland to go into Closed Session.

The motion carried the vote 6-1-0

The vote was as follows:

|                                 |           |
|---------------------------------|-----------|
| Councilman Mark Kitchen         | Abstained |
| Councilwoman Wynndolyn Copeland | Aye       |
| Councilman Linwood Johnson      | Aye       |
| Councilman Gregory McLemore     | Aye       |
| Mayor Frank Rabil               | Aye       |
| Councilman Ray Smith            | Aye       |
| Vice Mayor Bobby Cutchins       | Aye       |

Closed Session

A motion was made by Councilman Mark Kitchen to certify the April 25, 2022 Closed Session. The motion was seconded by Councilwoman Wynndolyn Copeland.

Adjournment

Councilwoman Wynndolyn Copeland adjourned the April 25, 2022 Closed Session with a seconded by Councilman Linwood Johnson

The motion carried the vote 6-1-0

The vote was as follows:

|                                 |           |
|---------------------------------|-----------|
| Councilman Mark Kitchen         | Aye       |
| Councilwoman Wynndolyn Copeland | Aye       |
| Councilman Linwood Johnson      | Aye       |
| Councilman Gregory McLemore     | Abstained |
| Mayor Frank Rabil               | Aye       |
| Councilman Ray Smith            | Aye       |
| Vice Mayor Bobby Cutchins       | Aye       |

The April 25, 2022 Closed Session was adjourned at 8:54 PM

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Mayor

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Clerk to City Council



National Police Week  
Resolution # 2022-10  
May 11 - 17, 2022

**WHEREAS**, the United States Congress and President declared May 15th as Peace Officers Memorial Day and the week in which it falls as Police Week; and

**WHEREAS**, the City of Franklin, Virginia joins the Nation in honoring the memory of those officers who have made the ultimate sacrifice in service to their communities; and

**WHEREAS**, the City of Franklin, Virginia would like to express its gratitude to the City's law enforcement officers for their contributions in making Franklin, Virginia a great place to live.

**NOW, THEREFORE**, I, Frank M. Rabil, Mayor of the City of Franklin, Virginia, do hereby proclaim May 11-17, 2022, as National Police Officer Memorial Week, and call upon all residents to express their gratitude to law enforcement officers for their contributions in keeping Franklin safe.

Signed this day 9<sup>th</sup> day of May 2022

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Frank Rabil, Mayor  
City of Franklin, Virginia



## **Foster Care Month Resolution #2022-11**

**WHEREAS**, Virginia’s children and youth are our hope for the future, and we assert that all children deserve a safe, loving, stable, and nurturing family; and,

**WHEREAS**, families, serving as the primary providers of love, identity, self-esteem, and support, are the very foundations of our communities and our Commonwealth; and,

**WHEREAS**, a child’s success is best supported in a child welfare system that is family-focused, child-centered, and community-based; and preserving families is the primary goal of the child welfare system; and,

**WHEREAS**, the COVID-19 pandemic increased the previously existing strains on the foster care system; and,

**WHEREAS**, the launch of the Safe and Sound Task Force seeks to end the practice of hundreds of children sleeping in local Departments of Social Services offices, hotels or emergency rooms unnecessarily and make systematic improvements to Virginia’s foster care system; and,

**WHEREAS**, while Virginia has over 4,300 children and youth age 18 and younger in foster care, there are at least 3,600 children and youth supported by a network of thousands of dedicated, approved kinship, foster and adoptive families; and,

**WHEREAS**, restoring and supporting birth families with tangible and emotional support are proven ways to preserve families and prevent children from coming into foster care; and,

**WHEREAS**, kinship families and foster families play a critical role in serving as a support, not a substitute, for the parents of children in foster care to make family reunification possible; and,

**WHEREAS**, kinship, foster and adoptive families need continuing support once a child has been placed in their care; and Virginia needs more kinship, foster, and adoptive families who will accept children who have higher levels of needs or are part of a sibling group; and,

**WHEREAS**, many kinship families and foster families create permanency for children in foster care through adoption when those children cannot be safely reunified with their birth families; and,

**WHEREAS**, the challenges facing Virginia’s foster care system cannot be solved through a government approach alone; and,

**WHEREAS**, through partnerships among kinship, foster and adoptive families, child welfare staff, and public and private child-serving organizations, efforts are made to ensure that voices are heard and support offered for youth at every step of their foster care journey, including helping young adults successfully transition to independence; and,

**WHEREAS**, we honor and celebrate the enduring contributions of kinship, foster and adoptive families during National Foster Care Month and recognize the outstanding service and commitment kinship, foster and adoptive families provide to Virginia's children and youth, while recognizing that foster care supports entire families;

**NOW, THEREFORE**, I, Frank Rabil, Mayor of the City of Franklin, Virginia do hereby recognize May 2022 as **FOSTER CARE MONTH**, and I call this observance to the attention of our citizens.

Signed this day 9<sup>th</sup> day of May 2022

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Frank Rabil, Mayor  
City of Franklin, Virginia



## **Adult Abuse Prevention Month Resolution #2022-12**

**WHEREAS**, there are currently nearly 1.9 million Virginians age 60 or older, a number that will increase to 2.2 million in 2030; and,

**WHEREAS**, during fiscal year 2021, Virginia Adult Protective Services received over 39,000 reports of adult abuse, neglect, and exploitation, a five percent increase from the previous year; and,

**WHEREAS**, older Virginians and Virginians with disabilities may become targets for abuse, which can occur in families and communities of all social, economic, racial and ethnic backgrounds; and,

**WHEREAS**, there are many government-supported programs that provide vital services to older Virginians and Virginians with disabilities, including a 24-hour hotline, crisis intervention, emergency shelter, home-based and community services, public education, and legal advocacy; and,

**WHEREAS**, the Virginia Department for Aging and Rehabilitative Services, home to the State Adult Protective Services Division, works collaboratively with state and local partners across the Commonwealth to help older Virginians and Virginians with disabilities live free of abuse, neglect, or exploitation;

**NOW, THEREFORE, I**, Frank Rabil, Mayor of the City of Franklin do hereby recognize May 2022 as **ADULT ABUSE PREVENTION MONTH**, and I call this observance to the attention of our citizens.

Signed this day 9<sup>th</sup> day of May 2022

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Frank Rabil, Mayor  
City of Franklin, Virginia

## BUDGET AMENDMENT 2022-20

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to:

1. recognize revenue and to appropriate such revenue for use for the Beautification Commission;  
and
2. recognize additional Federal revenue from the Department of Behavioral Health & Developmental Services and appropriate such revenue for use.

|                  |   | <b>2021-2022<br/>BUDGET</b> | <b>AMENDED<br/>BUDGET</b> | <b>INCREASE<br/>(DECREASE)</b> |
|------------------|---|-----------------------------|---------------------------|--------------------------------|
|                  | <b>#1</b>                                 |                             |                           |                                |
|                  | <b>100 GENERAL FUND</b>                   |                             |                           |                                |
|                  | <b>REVENUE</b>                            |                             |                           |                                |
| 100-3-18990-0005 | Sale of Supplies/Publications/Merchandise | \$ 500                      | \$ 1,146                  | \$ 646                         |
|                  |   |                             |                           | <u>\$ 646</u>                  |
|                  | <b>EXPENDITURES</b>                       |                             |                           |                                |
| 100-4-81300-5840 | Miscellaneous                             | \$ 375                      | \$ 1,021                  | \$ 646                         |
|                  |   |                             |                           | <u>\$ 646</u>                  |
|                  | <b>#2</b>                                 |                             |                           |                                |
|                  | <b>100 GENERAL FUND</b>                   |                             |                           |                                |
|                  | <b>REVENUE</b>                            |                             |                           |                                |
| 100-3-33010-0301 | ARPA Part C Early Intervention Funds      | \$ 52,911                   | \$ 109,598                | \$ 56,687                      |
|                  |   |                             |                           | <u>\$ 56,687</u>               |
|                  | <b>EXPENDITURES</b>                       |                             |                           |                                |
| 100-4-52300-5699 | Contributions - Children's Center         | \$ 784,075                  | \$ 840,762                | \$ 56,687                      |
|                  |   |                             |                           | <u>\$ 56,687</u>               |

*Certified copy of resolution adopted by Franklin City Council.*

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*Clerk to the City Council*



# COMMONWEALTH of VIRGINIA

NELSON SMITH  
COMMISSIONER

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES  
Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638  
www.dbhds.virginia.gov

## CONTRACT MODIFICATION

Date: April 1, 2022

Contract Number: 720-4515-39

Renewal Number: N/A

Modification Number: 02

Issued By: Department of Behavioral Health and Developmental Services  
Procurement and Administrative Services  
1220 Bank Street  
Richmond, VA 23219

Contractor: The City of Franklin

Commodity Description: Infant & Toddler Connection of Virginia – Part C

This Supplemental Agreement is entered into pursuant to the provision of the basic contract and any contract modifications. DBHDS has issued one (1) prior modification which should be included in the contract.

### Description of Modification; effective April 1, 2022.

- Reference page 25, Section 8.0 COMPENSATION AND PAYMENT; add the following:

|  |          |
|--|----------|
| ARPA FUNDS, effective (2), effective 04/01/2022: | \$56,687 |
|--|----------|

- Reference page 7, Section 2.1, Local Lead Agency, Paragraph b. (1); add the following:

- Submit a separate budget for the use of the American Rescue Plan Act (ARPA) funds, which is due 2/20/2023. ARPA funds are one-time funds that shall be used for any currently allowed expenses under Part C-Early Intervention.
- Prepare and submit a separate ARPA expenditure report (Attachment B – Expenditure Report Forms; previously provided) that shall reflect expenditures incurred from the date the ARPA distribution is received by the Local Lead Agency through June 30, 2022. Reports shall be emailed to the Office of Grants Management; [Ramona.Howell@dbhds.virginia.gov](mailto:Ramona.Howell@dbhds.virginia.gov). ARPA Expenditure Reports are due as follows:

|   |                              |
|---|------------------------------|
| <b>End-of-Year Report (Date Received thru 06/30/22)</b> | <b>Due August 15, 2022</b>   |
| <b>Mid-Year Report</b>                                  | <b>Due February 20, 2023</b> |
| <b>End-of-Year Report</b>                               | <b>Due August 21, 2023</b>   |



- (d) Retain any unspent ARPA funds until September 30, 2023. The balance of the ARPA funds shall be reported on a separate Federal Balance Report (Attachment B – Federal Balance Report; previously provided). If there are retained ARPA funds on September 23, 2023, they must be returned to the Office of Grants Management of the DBHDS as directed by the DBHDS Fiscal Office.
- 3. The Tracking+Reporting+Coordinating for Infants and Toddlers (TRAC-IT) is the platform that shall be used for Early Intervention Part C recording and reporting. TRAC-IT shall replace the Infant and Toddler Online Tracking Systems (ITOTS). All references to ITOTS, in the current contract, shall be replaced with TRAC-IT.
- 4. The Local Lead Agency shall have a Business Associate’s Agreement in place with the Early Intervention Part C TRAC-IT vendor prior to the implementation date of TRAC-IT.

The Contractor shall not exceed the purchase order amount without the approval of the Purchasing Agency. Should an increase be warranted, the Purchasing Agency will issue a change order to the purchase order.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

CONTRACTOR:

PURCHASING AGENCY  
DBHDS:

|               |               |
|---------------|---------------|
| BY:           | BY:           |
| PRINTED NAME: | PRINTED NAME: |
| TITLE:        | TITLE:        |
| DATE:         | DATE:         |



May 4, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 23 Budget Adoption

### **Background Information**

In accordance with the budget calendar for FY 23 the adoption of the budget is scheduled for this evening. The FY 23 budget maintains the City's tax rate of \$1.03. Evaluating ways to implement the priorities and needs of a community which can be challenging under normal circumstances, were even more difficult while trying to keep the citizenry and the workforce safe. In an effort to meet the challenges the City of Franklin is currently facing, the entire management team joined together to present a balanced budget that provides essential services to our citizens. City departments held the line in terms of requests and overall submitted flat budgets. The most valuable asset the City of Franklin has are its long-term dedicated employees that creatively do more with less each year to maintain City operations. The current budget includes frozen positions and as well as the delay of critical projects. Despite all of this, City staff has pulled together for the best interest of the citizens. I remain in awe of their commitment to presenting a realistic balanced budget that meets the needs of the City of Franklin citizens and maintains City operations. The entire management team has spent hours analyzing how expenditures can be cut and services maintained. Moving forward City Council will work to identify priorities for the City of Franklin and the services that are considered essential to work toward a sustainable balanced budget.

The City's General Fund has experienced significant challenges over the past several fiscal years. As was shared in previous budget work sessions, the 2022-2023 budget was balanced utilizing \$195,000 from the Water & Sewer Fund, \$344,708 in savings from freezing/delaying positions, and an additional \$360,600 from the Electric Fund above the normal transfer for operations. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City's control. The City of Franklin is resilient even faced with what may appear as insurmountable challenges. Management remains optimistic about Franklin's future and knows that as a team we can move the City of Franklin forward.

The Proposed General Fund budget is \$26,270,037, an increase of \$219,288 or .8% above the FY 2020-2021 amended budget. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary. The increases associated with this year's budget includes necessary capital projects and restoration of parks and recreation activities for the City of Franklin's youth.

## RECOMMENDED TAX RATES

In consideration of the challenging days ahead, management recommends the real property tax rate remain the same at \$1.03 per \$100.00 of real property valuation for FY 2022-2023.

## SCHOOL OPERATING FUND

Regarding essential City financial support for the Franklin City Public Schools, the proposed budget includes current year funding of \$4,330,237. The City Council for several years held the base funding level and only approved one-time carryover funds resulting from the School Division having unexpected funds in their budget at fiscal year-end. It is also noteworthy that Franklin City Public Schools has had several hundred thousand dollars in excess in instruction each year. The most recent carryover approved by Franklin City Council was in the amount of \$577,000.

Management will continue to communicate to the school system that carryover funds should be restricted and utilized only for capital items and thus avoid the use of “one-time” or non-recurring funds (carryover) for recurring operating expenditures. Given the limitations and uncertainties of future City funding described earlier, school system appropriations may likely be similarly limited to any future end-of-year carryover funds which can and will vary dramatically from year to year. With these qualifying comments, management believes the recommended level of school system funding illustrates the continued high priority that the City has for adequately funding the public schools as evidenced by the City’s favorable ranking among all Virginia cities in terms of per capita spending on education.

## CAPITAL IMPROVEMENTS PROGRAM

An additional but integral consideration for analysis concerning all categories of City services is further refinement and ongoing evaluation of the City’s multi-year Capital Improvements Program (CIP) planning and funding strategies. Long-term capital needs remain on the horizon however staff successfully worked together to fund necessary capital improvements.

## PERSONNEL

There is a 3% COLA increase included in the current FY 23 budget combined with a 2% merit increase for employees.

Personnel costs are by far the largest single expenditure category in the City’s budget as it is in practically any organization or enterprise. The FY 2022-2023 budget recommended total personnel costs is \$13,412,874 which comprises 48.2% of the General Fund budget. While there are several positions frozen in the FY 23 budget in the Police Department and Public Works, positions are being restored in, Parks and Recreation and the Fire Department. In addition, the City of Franklin is adding three new Fire and EMS positions to maintain our current level of service within the Franklin City limits.

### **Needed Action**

Adopt the FY 23 budget.



*Office of the City Manager  
Amanda C. Jarratt*

May 4, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Redistricting Map Proposals

**Background**

As you all are aware every ten years after the U.S. Census is conducted redistricting must occur for the six existing wards. Staff worked with the Hampton Roads Planning District Commission to prepare three options for your consideration. In preparing the various options staff was guided by the following requirements for drawing new boundaries:

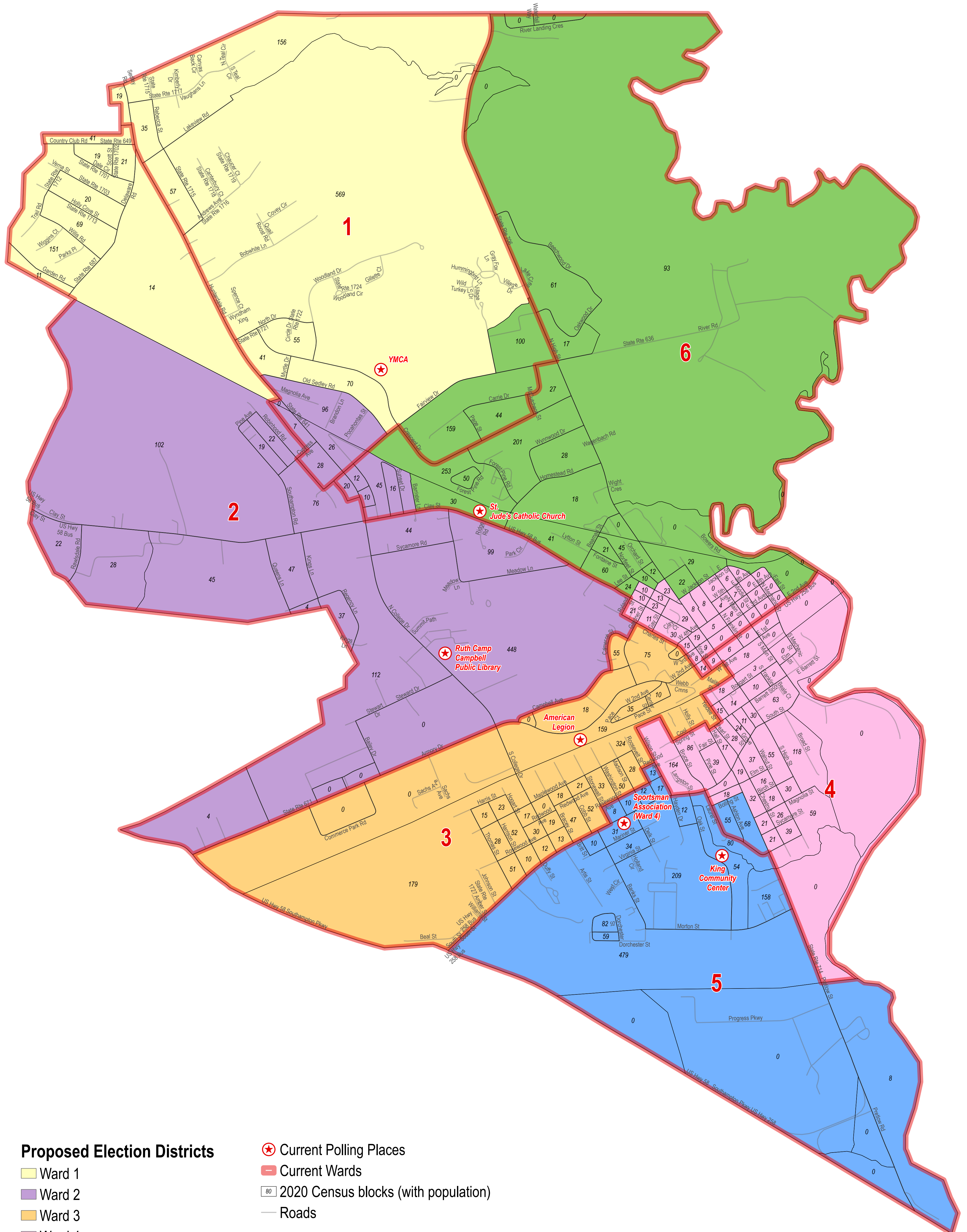
- A requirement that the 2020 Census date be used to determine the number of residents to be included in each district as new boundaries are drawn.
- A requirement that boundaries count not be drawn that would deviate from the ideal number of residents in a district by more than 5% or by less than 5%.
- A requirement that boundaries be drawn so as to be compact and contiguous.
- A requirement that boundaries be based on clearly defined and identifiable lines.
- A requirement that boundaries should not change the racial demographics of the City.

In the 2020 Census the population losses were in Ward 4 and Ward 5. Three options are being presented for consideration. It is important to note, that in both Options A and B the City of Franklin maintains three majority minority districts as is the current scenario under the 2010 final districts. In Option C there are four majority minority districts.

**Needed Action**

Consider action on one of the three maps.

# Proposed Election Districts - Option A



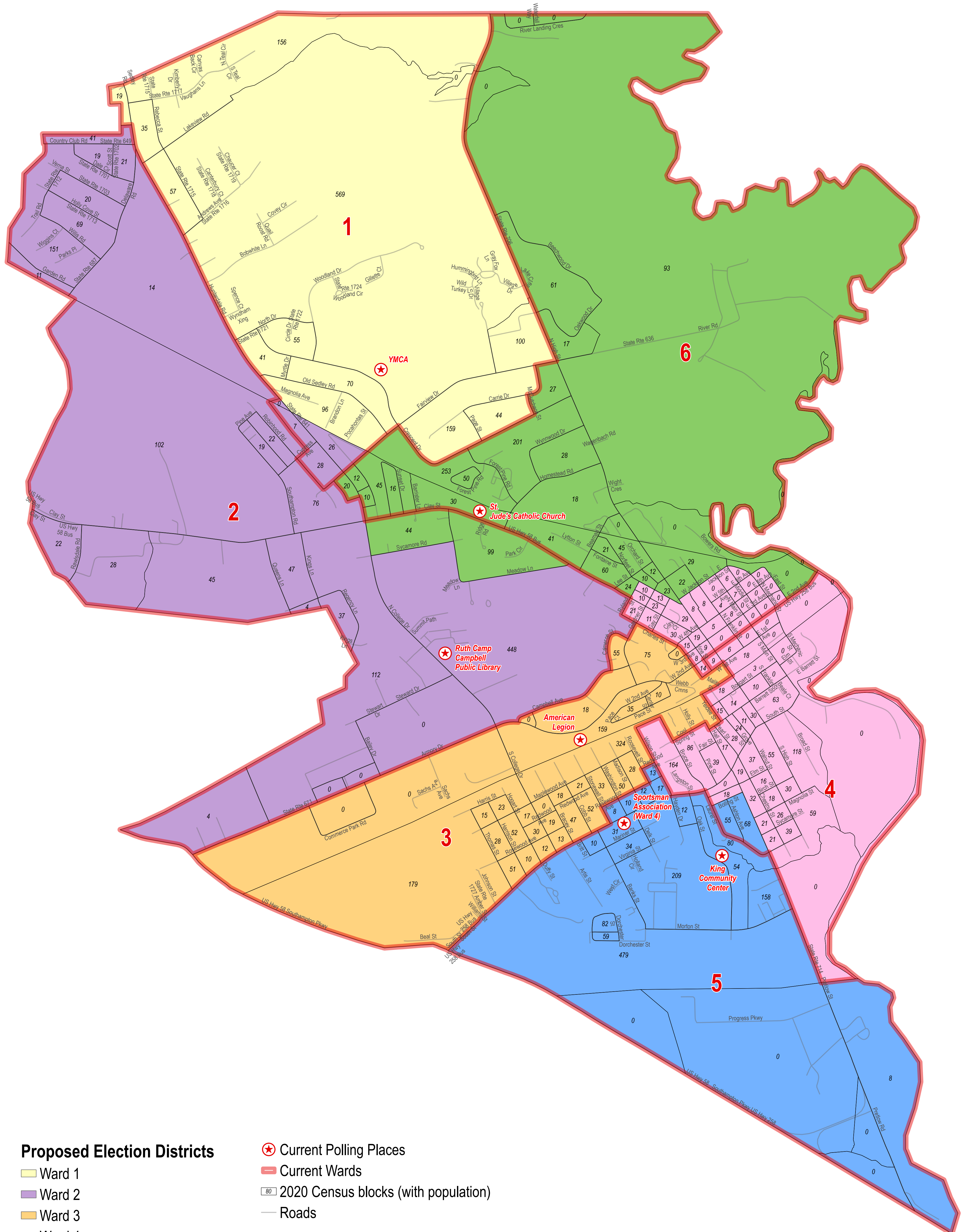
**Proposed Election Districts**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

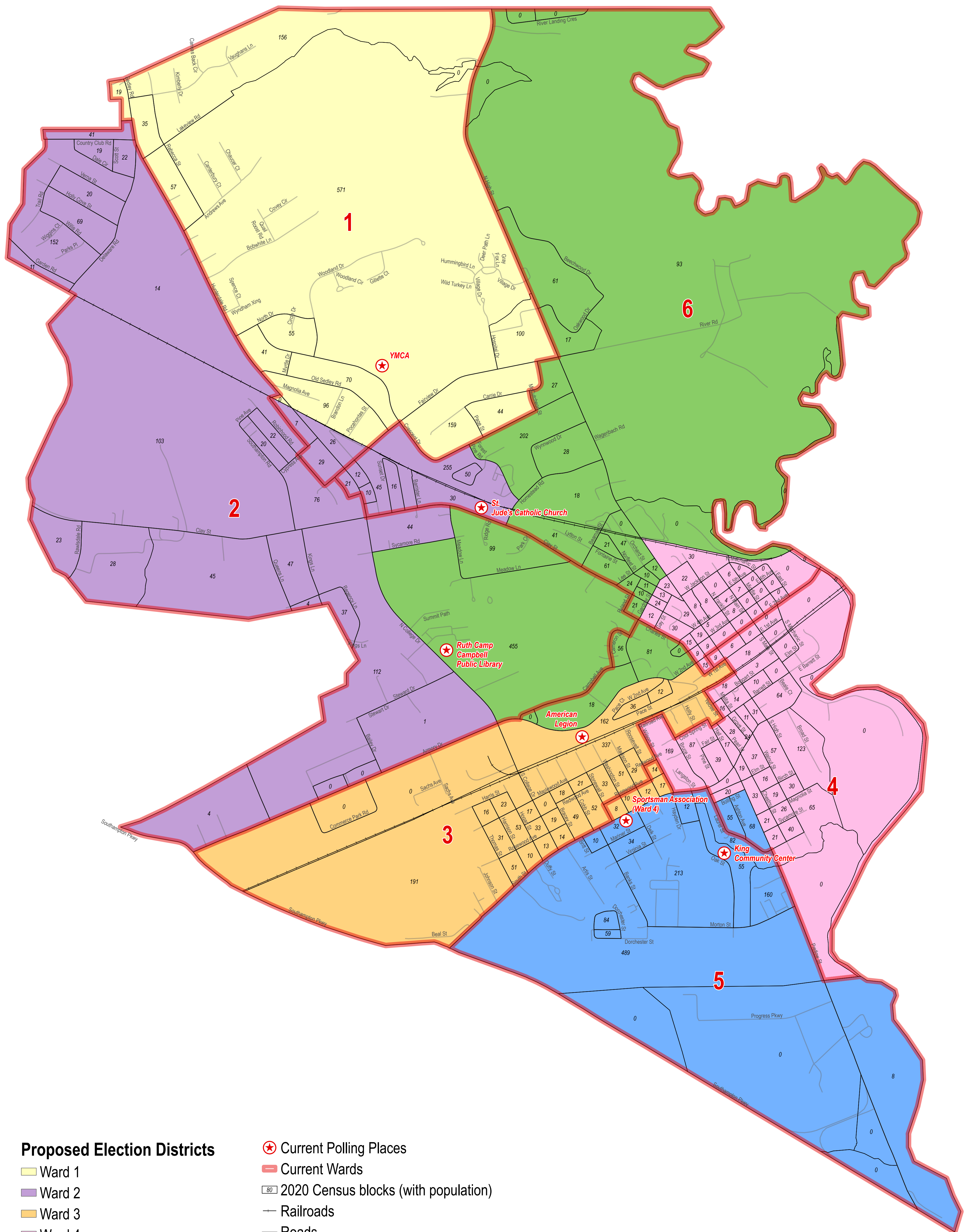
- Current Polling Places
- Current Wards
- 2020 Census blocks (with population)
- Roads



# Proposed Election Districts - Option B



# Proposed Election Districts - Option C



**Proposed Election Districts**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

- Current Polling Places
- Current Wards
- 2020 Census blocks (with population)
- Railroads
- Roads



|               | Existing Districts |                     |                       | Option A         |                     |                       | Option B         |                     |                       | Option C         |                     |                       |
|---------------|--------------------|---------------------|-----------------------|------------------|---------------------|-----------------------|------------------|---------------------|-----------------------|------------------|---------------------|-----------------------|
|               | 2020 Population*   | Deviation from Goal | % Deviation from Goal | 2020 Population* | Deviation from Goal | % Deviation from Goal | 2020 Population* | Deviation from Goal | % Deviation from Goal | 2020 Population* | Deviation from Goal | % Deviation from Goal |
| <b>Ward 1</b> | 1,465              | 80                  | 5.78%                 | 1352             | -33                 | -2.38%                | 1,403            | 18                  | 1.30%                 | 1,403            | 18                  | 1.30%                 |
| <b>Ward 2</b> | 1,468              | 83                  | 5.99%                 | 1382             | -3                  | -0.22%                | 1,387            | 2                   | 0.14%                 | 1,415            | 30                  | 2.17%                 |
| <b>Ward 3</b> | 1,426              | 41                  | 2.96%                 | 1426             | 41                  | 2.96%                 | 1,426            | 41                  | 2.96%                 | 1,332            | -53                 | -3.83%                |
| <b>Ward 4</b> | 1,214              | -171                | -12.35%               | 1377             | -8                  | -0.58%                | 1,354            | -31                 | -2.24%                | 1,387            | 2                   | 0.14%                 |
| <b>Ward 5</b> | 1,299              | -86                 | -6.21%                | 1422             | 37                  | 2.67%                 | 1,422            | 37                  | 2.67%                 | 1,361            | -24                 | -1.73%                |
| <b>Ward 6</b> | 1,439              | 54                  | 3.90%                 | 1352             | -33                 | -2.38%                | 1,319            | -66                 | -4.77%                | 1,413            | 28                  | 2.02%                 |

**Goal = 1,385 per ward**

\* 2020 Census population totals adjusted to reflect home residences of incarcerated persons (VA Division of Legislative Services)



City of Franklin  
2020 Redistricting Demographics

| 2010 Final Districts | Ward         | Total 2010 Population | 2010 White Pop | % White | 2010 Black Pop | % Black | 2010 Other Races Pop | % Other Races |
|----------------------|--------------|-----------------------|----------------|---------|----------------|---------|----------------------|---------------|
|                      | 1            | 1,451                 | 1,201          | 82.8%   | 186            | 12.8%   | 64                   | 4.4%          |
|                      | 2            | 1,476                 | 945            | 64.0%   | 426            | 28.9%   | 105                  | 7.1%          |
|                      | 3            | 1,388                 | 96             | 6.9%    | 1,257          | 90.6%   | 35                   | 2.5%          |
|                      | 4            | 1,374                 | 175            | 12.7%   | 1,169          | 85.1%   | 30                   | 2.2%          |
|                      | 5            | 1,398                 | 32             | 2.3%    | 1,328          | 95.0%   | 38                   | 2.7%          |
|                      | 6            | 1,495                 | 884            | 59.1%   | 501            | 33.5%   | 110                  | 7.4%          |
| <b>TOTAL</b>         | <b>8,582</b> | <b>3,333</b>          |                |         | <b>4,867</b>   |         | <b>382</b>           |               |

Current election district demographics with 2010 census data

| 2020 w/ Existing Districts | Ward         | Total 2020 Population* | 2020 White Pop | % White | 2020 Black Pop | % Black | 2020 Other Races Pop | % Other Races |
|----------------------------|--------------|------------------------|----------------|---------|----------------|---------|----------------------|---------------|
|                            | 1            | 1,465                  | 1,127          | 77.1    | 224            | 15.3    | 111                  | 7.6%          |
|                            | 2            | 1,468                  | 815            | 56.0    | 562            | 38.6    | 78                   | 5.4%          |
|                            | 3            | 1,426                  | 132            | 9.6     | 1,183          | 86.1    | 59                   | 4.3%          |
|                            | 4            | 1,214                  | 151            | 12.7    | 965            | 81.3    | 71                   | 6.0%          |
|                            | 5            | 1,299                  | 44             | 3.5     | 1,158          | 90.8    | 74                   | 5.8%          |
|                            | 6            | 1,439                  | 739            | 51.8    | 547            | 38.4    | 140                  | 9.8%          |
| <b>TOTAL</b>               | <b>8,311</b> | <b>3,008</b>           |                |         | <b>4,639</b>   |         | <b>533</b>           |               |

| Option A     | Ward         | Total 2020 Population* | 2020 White Pop | % White | 2020 Black Pop | % Black | 2020 Other Races Pop | % Other Races |
|--------------|--------------|------------------------|----------------|---------|----------------|---------|----------------------|---------------|
|              | 1            | 1,352                  | 1,052          | 78.0%   | 194            | 14.4%   | 102                  | 7.6%          |
|              | 2            | 1,382                  | 766            | 56.0%   | 531            | 38.8%   | 72                   | 5.3%          |
|              | 3            | 1,426                  | 132            | 9.6%    | 1,183          | 86.1%   | 59                   | 4.3%          |
|              | 4            | 1,377                  | 274            | 20.4%   | 941            | 70.0%   | 130                  | 9.7%          |
|              | 5            | 1,422                  | 58             | 4.2%    | 1,265          | 90.4%   | 76                   | 5.4%          |
|              | 6            | 1,352                  | 726            | 54.0%   | 525            | 39.0%   | 94                   | 7.0%          |
| <b>TOTAL</b> | <b>8,311</b> | <b>3,008</b>           |                |         | <b>4,639</b>   |         | <b>533</b>           |               |

| Option B     | Ward         | Total 2020 Population* | 2020 White Pop | % White | 2020 Black Pop | % Black | 2020 Other Races Pop | % Other Races |
|--------------|--------------|------------------------|----------------|---------|----------------|---------|----------------------|---------------|
|              | 1            | 1,403                  | 1,094          | 78.1%   | 203            | 14.5%   | 104                  | 7.4%          |
|              | 2            | 1,387                  | 740            | 53.9%   | 551            | 40.1%   | 82                   | 6.0%          |
|              | 3            | 1,426                  | 132            | 9.6%    | 1,183          | 86.1%   | 59                   | 4.3%          |
|              | 4            | 1,354                  | 262            | 19.8%   | 938            | 71.0%   | 122                  | 9.2%          |
|              | 5            | 1,422                  | 58             | 4.2%    | 1,265          | 90.4%   | 76                   | 5.4%          |
|              | 6            | 1,319                  | 722            | 55.1%   | 499            | 38.1%   | 90                   | 6.9%          |
| <b>TOTAL</b> | <b>8,311</b> | <b>3,008</b>           |                |         | <b>4,639</b>   |         | <b>533</b>           |               |

| Option C     | Ward         | Total 2020 Population* | 2020 White Pop | % White | 2020 Black Pop | % Black | 2020 Other Races Pop | % Other Races |
|--------------|--------------|------------------------|----------------|---------|----------------|---------|----------------------|---------------|
|              | 1            | 1,403                  | 1,094          | 78.0%   | 203            | 14.5%   | 104                  | 7.4%          |
|              | 2            | 1,415                  | 834            | 58.9%   | 465            | 32.9%   | 106                  | 7.5%          |
|              | 3            | 1,332                  | 116            | 8.7%    | 1,115          | 83.7%   | 55                   | 4.1%          |
|              | 4            | 1,387                  | 278            | 20.0%   | 942            | 68.0%   | 135                  | 9.7%          |
|              | 5            | 1,361                  | 55             | 4.0%    | 1,216          | 89.4%   | 68                   | 5.0%          |
|              | 6            | 1,413                  | 631            | 44.7%   | 698            | 49.4%   | 65                   | 4.6%          |
| <b>TOTAL</b> | <b>8,311</b> | <b>3,008</b>           |                |         | <b>4,639</b>   |         | <b>533</b>           |               |

Proposed election district demographics with 2020 census data

\*Total population adjusted for prison population by VA Div. of Legislative Services.

Population by race is not adjusted.



*Office of the City Manager  
Amanda C. Jarratt*

May 4, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Utility Billing Policies

**Background**

As a result of discussions at recent Council meetings attached are amendments to the City of Franklin billing policies. The changes include the following:

- Removal of the Cycle and Save participation requirement for those that utilize the budget billing option.
- A long term payment plan option in line with Dominion Virginia Power. This allows a balance to be paid over a 12 month period.
- The addition of a second extension to be used within a 12 month period.

**Needed Action**

Provide direction to staff on whether or not to proceed with the attached changes.



## Utility Customer Service

207 West Second Avenue Franklin, VA 23851

### BUDGET BILLING PAYMENT POLICY

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#### PURPOSE

The purpose of the budget billing payment policy is to allow a residential and commercial customer to pay equal amounts for their utilities' services each month.

#### PROCEDURE

- Customers must be enrolled in the budget billing payment plan by July 1<sup>st</sup> of each year. The budget billing period is July 1<sup>st</sup> through June 30<sup>th</sup>. Open enrollment for the plan will begin May 1<sup>st</sup> of each year. Applications are available at the City's Utility Department and the City's website.
- The budget amount is based on the past 12 full months of actual bills for all utility services, divided by 12, then this amount will be your monthly budget bill amount for the next 11 months.
- The 12<sup>th</sup> month of the plan is considered a "true-up" month where by any outstanding utility liability or credit based on your actual use during the past 12 months will be due or credited on the 12<sup>th</sup> month's bill.
- Once the account is at zero balance, the budget billing payment plan will resume the following month with a newly calculated budget billing amount based on the most previous year's actual utility usage.
- If a customer wishes to cancel, written notice must be given one (1) month prior to effective date. In addition, the customer will have to pay any outstanding utility liability at date of termination. If a credit exists at the date of termination, the credit will be applied to the next month's utility bill.
- No other City payment arrangements related to utility bills will be available to budget billing payment plan customer.

#### ELIGIBILITY-ELECTRIC CUSTOMERS

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- \_\_\_\_\_ Must have been on the City electrical service for one year at the current location;
- \_\_\_\_\_ Utilize SGS rated service and below;
- \_\_\_\_\_ Payment history must be current (no cut-offs and no more than two penalty notices in last 12 months)

ELIGIBILITY – NON-ELECTRIC CUSTOMERS

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- \_\_\_\_ Must have been on the applicable City service for one (1) year at the current location; and
- \_\_\_\_ Payment history must be current (no cut-offs and no more than two (2) penalty notices in last 12 months)

FOR CITY USE ONLY

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Acct# \_\_\_\_\_ Telephone # \_\_\_\_\_

12 Month Average Billing \_\_\_\_\_

**BUDGET BILLING PAYMENT AMOUNT**            \$ \_\_\_\_\_

**BUDGET BILLING PAYMENT PLAN YEAR**            \_\_\_\_\_

**THE ELIGIBILITY REQUIREMENTS HAVE BEEN MET**    \_\_\_\_ YES    \_\_\_\_ NO

\_\_\_\_\_ **NAME**

\_\_\_\_\_ **DATE**

\_\_\_\_\_ **APPROVED BY**

- 
- NOTES



207 West Second Avenue  
 Franklin, Virginia 23851  
 757-562-8518  
 Fax: 757-516-8481

Administrative Policy - Utility Service  
 Terms and Conditions of Service

Revision Date: April 25, 2022

|                           |                          |                      |
|---------------------------|--------------------------|----------------------|
| Application for Service   | Deposits                 | Payments for Service |
| Discontinuance of Service | Reconnection of Services | Meter Tampering      |

**I. APPLICATION FOR SERVICE**

- 1) Application for service is made in writing at the Utility Services Office. Application must be made in person and picture identification must be presented before an application can be approved. A deposit is required on all new accounts unless a written statement reflecting good credit experience is received from a previous utility.

When a deposit is required, the regulations as outlined in Section II determine the amount of the deposit.

- 2) An application by an Applicant-tenant must reflect the full name(s), previous name(s) and aliases and social security number(s) of person(s) liable to property owner. The Applicant-tenant must present at time of application written evidence (lease) that permission has been granted by the owner to occupy the premises.
- 3) Services is denied when one of the conditions below applies:
  1. The Applicant has an outstanding balance owed from a previous utility account in the applicant’s name or spouse’s name.
  2. The Applicant is a prospective tenant but presents no written evidence that grants authority to occupy the property.
  3. The Applicant is unable to pay the required deposit or supply a letter of good credit standing from a utility company with whom they have maintained good credit.
- 4) **New Account Set-up Fee-** A setup fee is required for each utility service established electric, water & sewer, garbage). Reconnection services will be performed Monday to Friday during normal business hours. Request for services received after 2:00 p.m. may not be performed until the next business day.

## II. DEPOSITS

Franklin City Code Section 8-16 authorizes Franklin Utility Billing to require a security deposit as a guarantee of payment for utility services to be used by a residential or business customers. The deposit covers potential losses resulting from a customer's failure to pay Utility bills.

### A. When Are Deposits Required:

1. For all new Utility accounts unless the applicant for services supplies a letter of credit from their immediately preceding Utility supplier verifying that the customer met good payment requirements. Good payment record is defined as not having incurred penalties/late fees, returned check fees and not having services disconnected for non-payment during the most recent (12 months for residential and 36 months for commercial services).
2. On an existing account if services have been disconnected for non-payment of the utility account once in a twelve (12) month period.
3. From all customers whom have had two (2) checks returned for insufficient funds during the previous twelve (12) months.
4. From all customers, on whose premises the City's meter, wires or other apparatus have in any manner been tampered with or damaged in such a way as to prevent a meter from recording the amount of utility service supplied; the cash deposit shall be reasonable as to ensure payment for repairs in the event of future tampering or damage.

### B. Deposits Amounts:

Residential – (See Attached Fee Schedule)

Basis for Deposit: The deposit is based on an average two (2) months of residential electric service.

Commercial – Deposit based on two (2) months' facilities estimated usage. When the customer can show that the circumstances have changed so that the consumption of electricity will be considerable more or less than the consumption of the most recent occupant, the Director of Finance or his/her designee shall establish a deposit for said facility utilizing information available.

Water & Sewer Customers Only – (See Attached Fee Schedule)

Basis for Deposit: The deposit is based on an average of two (2) months of residential water and sewer service.

All deposits must be made in the form of cash, debit card, credit card, money order certified check or surety bond and is due in full prior to connection of services.

### C. Deposit Refunds:

1. Deposits will be refunded on active accounts, upon customer request, after five (5) years of good standing with the City (i.e. no disconnections or late fees).

2. For **inactive** accounts, when service is terminated by the Customer or the City, the Customer's deposit will be applied to any outstanding charges for utility service, for any damages to City equipment, or for **any other payment owed to the City (i.e. delinquent taxes)** after which the deposit or the credit balance thereof will be paid to the Customer. Deposits are returned at the address on file within 45 days after the account is finalized.

#### **D. Transfer/Return of Deposits.**

1. In the event services are transferred from one service location to another inside the City of Franklin, the deposit is transferred to the new location.
2. If services are transferred from a location outside the City (i.e. Southampton, Suffolk or Isle of Wight County), a new account is established and any deposit on the account from the old location will be applied towards any balance due on the account. Any credit balance remaining after the account is closed will be returned to the customer within 45 days. Any account balances due from the customer to the City from the old location will be combined with the first bill for services at the new location.

### **III. PAYMENTS FOR SERVICE**

- A.** The City renders bills to the Customer during the first week of each month. Bills are due and payable upon presentation and become past due at the close of business on the 20<sup>th</sup> day of the month. The bill due date is shown on the bill and payment must be received by the 20<sup>th</sup> of the month to avoid a late penalty charge.
  - a) An administrative fee will be charged for duplicating or reprinting bills once they have been mailed.
  - b) Long term payment plans are available for residential and commercial customers. A long term payment plan will spread out the total balance up to twelve (12) months allowing you to pay a portion of your balance in addition to your current monthly charges. Failure to pay the amount agreed upon will break the arrangement and will prohibit a payment plan from being offered again for a period of twelve (12) months. The total amount of the past due balance will be due in full immediately.
- B.** A late payment charge of 1 ½ percent per month, but not less than \$2.00, is imposed on all past due balances on the City's books, on the 21<sup>st</sup> day of the month in addition to a late fee. If services are disconnected as a result of non-payment, a reconnection fee will be assessed.
- C.** Bills are payable at the Office of the Treasurer. Payments must be made without regard to any counterclaim. The following forms of payments are accepted: Cash, credit card, debit card, money order, check automatic bank draft. An after-hours secured drop box is also available.
- D.** The City reserves the right to apply any payments made by a Customer in whole or in part to any utility account due the City by the Customer.
- E. Return Check Fee.** The Customer is charged a service charge for each check received by the City upon which the City is initially unable to collect. Upon receipt of a bad check, the Treasurer reserves the right to refuse acceptance of personal checks for future services.

- a. **Upon receiving a return check or item from the online payment processing portal, the payment will be reversed and a \$50.00 return check fee will be added to the account. A note will be placed on the account and the account will be coded return check.**
- b. **After three return checks or items from the online payment processing portal, the account will be restricted from paying payments using the online payment portal for one year. The citizen will be informed in writing of the restriction.**
- c. **After the one year, the citizen can request the restriction to be removed. If the citizen has another check or online item returned the account is restricted from making payments via check or online indefinitely.**

F. Payments made as a condition of the reconnection of utility service are made at the Treasurer's Office in cash or by debit or credit card, money order, certified check or cashier's check. No personal checks will be accepted. Field representatives of the City are not permitted to accept payments.

#### **IV. REQUEST FOR AN EXTENSION**

A utility bill is payable when received and is past due after the due date. If not paid by the end of the month, an account is subject to disconnection. If a customer is unable to make payment by the end of the month, an extension may be requested by calling Utility Billing or by appearing in person to the Utility Billing Department. If calling, account verification is required. Requests for an extension must be made prior to the end of the month. An extension request is limited as follows:

- (1) **No more than one extension allowed during a six (6) month period for a total of two (2) per calendar year.**
- (2) **No extensions are granted on accounts more than 30 days past due or on terminated accounts.**
- (3) **No extension can be for more than 30 days.**

#### **V. DISCONTINUANCE OF A UTILITY SERVICE**

A. The City reserves the right to discontinue a utility service to a Customer at any time without notice upon the occurrence of any one or more of the following events:

- i) Whenever the City has reasonable cause to believe that the Customer is receiving a utility service without paying therefore, or its meters, wires, or other apparatus have in any manner been tampered with, damaged, or appear to be damaged, in such a way as to prevent the meter from recording the amount of utility service supplied to the Customer.
- ii) Whenever, in the opinion of the City, the condition of the Customer's wiring, equipment, appliance or appurtenance is either unsafe or unsuitable for receiving utility service, or when the Customer's use of a utility service or equipment interferes with or may be detrimental to the supply of a utility service by the City to any other Customer.
- iii) Where electricity is being furnished over a line which is not owned or leased by the City and such line, in the opinion of the City, is either not in a safe and suitable condition or is inadequate to receive electricity.
- iv) Whenever the Customer has denied a City representative access to the City's meter, wires or other apparatus installed on the Customer's premises.



- v) Whenever, in the opinion of the City, it is necessary to prevent fraud upon the City.
- B. The City reserves the right to discontinue furnishing a utility service to a Customer, after 10 days' notice by mail, upon the occurrence of either one or both of the following events:
  - 1. Nonpayment of past due bill, regardless of any amount of money on deposit with the City.
  - 2. Failure to comply with the City's ordinances, administrative policies or terms and conditions of any agreement governing the provision of utility service to Customers.
  - 3. Whenever requested or ordered to do so by a public authority having legal authority to do so.
- C. The City reserves the right to discontinue furnishing a utility service under any of the above conditions irrespective of any claims a Customer has pending against the City, or any amounts of money the Customer has on deposit with the City.
- D. Notice of discontinuance is considered given to a Customer when copy of such notice is posted in the U.S. mail addressed to the Customer's last post office address shown on the records of the City.
- E. Whenever the supply of a utility service is discontinued in accordance with this policy, the City is not liable for any damages, direct or indirect, that may result from such discontinuance.
- F. Utility service disconnections are made Monday through Thursday during normal business hours unless such a weekday precedes a City holiday.

## VI. RECONNECTION OF A UTILITY SERVICE

- A. When a utility service is discontinued for any reasons stated in Section IV above, the City has a reasonable period of time in which to reconnect the Customer's service after the conditions causing discontinuance have been corrected.
- B. When a utility service is discontinued for nonpayment of a past due utility bill, **all amounts due at the time of payment** must be paid in full before a utility service is restored in addition to the reconnection fee. No personal checks will be accepted.
- C. When a utility service has been discontinued by the City at the request or order of any public authority having authority to do so (as prescribed in Section V-B-3), the Customer's service is not reconnected until authorization to do so has been obtained from said public authority.
- D. Hours of Reconnection & Fees:
  - 1. If services are reconnected Monday through Friday during the hours of 8:30 a.m. to 4:00 p.m. (except holidays), a standard reconnection fee will apply.
  - 2. If service is reconnected **Monday through Friday, after 4:00 p.m. until 8:00 p.m.** (except holidays), an after-hours service fee will apply *in addition to the standard reconnection fee*. **Field representatives of the City are not permitted to accept payments.**

3. If utility service is disconnected for non-payment, the customer should be present at the service location in order to have services restored; a second trip charge will be assessed if any Utility Department makes two (2) trips out to the service location to reconnect services unless the customer signs a waiver of liability.

## **VII. METER TAMPERING**

**IT IS UNLAWFUL FOR ANY PERSON TO REMOVE, TAMPER WITH, OR DAMAGE ANY METER (WATER OR ELECTRIC), POLE, TRANSFORMER OR OTHER APPARATUS OR EQUIPMENT BELONGING TO OR USED BY THE CITY OF FRANKLIN IN CONNECTION WITH ITS UTILITY SYSTEMS AS DEFINED IN THE CODE OF VIRGINIA VIOLATORS CAN BE PROSECUTED WITH A FELONY OFFENSE.**

When, in the City's opinion, its meter, wires or other apparatus have been tampered with or reconnected without authority in order to obtain utility service without paying therefore, the City will conduct an investigation to determine whether utility service was obtained improperly and, if so, the amount of same. If it is determined that utility service was obtained improperly, the City will only reconnect the utility service on the following conditions:

1. The Customer must pay all delinquent utility bills.
2. The Customer must pay to the City an amount estimated by the City to be sufficient to cover the utility service used but not recorded by a meter and not previously paid for.
3. The Customer must pay an investigation fee for the investigation of whether and how the Customer obtained utility service without payment therefore and the amount thereof;
4. The Customer must make or pay for any changes in wiring or equipment that the City feels necessary for the protection of its utility system.



UTILITY FEE SCHEDULE  
FISCAL YEAR 2013-2014

| Fees   | Current                               | Adopted                               |
|--|---------------------------------------|---------------------------------------|
| New Account Installation-Electric            | 20.00 (administrative fee)            | \$10.00                               |
| New Account Installation – Water & Sewer     |                                       | \$10.00                               |
| New Account Installation – Refuse Collection |                                       | \$10.00                               |
| Deposit – Residential Gas Heat               | \$200                                 | \$450 (Gas or Electric)               |
| Deposit – Residential Electric Heat          | \$400                                 |                                       |
| Deposit – Commercial                         | Average 2 months of usage at facility | Average 2 months of usage at facility |
| Late Fee if Not Paid on the 20 <sup>th</sup> | \$50.00 (Cut off list)                | \$15.00                               |
| Business Hours /Standard Reconnection Fee    | \$50.00                               | \$75.00                               |
| After Hours Reconnection Fee                 | \$75.00                               | \$100.00 (\$75+\$25)                  |
| 2 <sup>nd</sup> Trip Charge                  | \$0.00                                | \$50.00                               |
| Meter Tampering Investigation                | \$100.00                              | \$250.00                              |
| Return Check Charge                          | \$35.00                               | \$35.00                               |
| Reprinting of Bill                           | \$0.00                                | \$5.00                                |



## Utility Customer Service

207 West Second Avenue Franklin, VA 23851

### BUDGET BILLING PAYMENT POLICY

---

## Customer Budget Billing Agreement Form

I, \_\_\_\_\_, have read the budget requirements for being a budget billing plan customer. I understand that I will not be eligible for any additional payment arrangements related to my utility bill(s).

I agree that my budget amount will be set at \$\_\_\_\_\_ for the following services:

- \_\_\_\_\_ Electric
- \_\_\_\_\_ Water
- \_\_\_\_\_ Sewer
- \_\_\_\_\_ Garbage

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_

Budget Billing Payment Plan Year: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*TO CONTINUE WITH THE BUDGET BILLING PLAN, PLEASE RETURN BUDGET BILLING AGREEMENT\*\***



*Office of the City Manager  
Amanda C. Jarratt*

May 4, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

**General Updates**

- Staff continues to work with the owners and management company of the Berkley Court Apartment complex to resolve the remaining outstanding issues related to the recent explosion.
- Staff continues to work on the proposed Compensation Study and plan to present recommendations at an upcoming work session.
- Staff continues to work on the Laurel Street precontract activities for the CDBG grant.

**Community Events**

- Independence Day Celebration June 29, 2022